



Australian Government

Type of Arrangement

Flexible

Duration

17 months

Closing Date

31/01/2024

APS Classification

APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2

Security Clearance

Baseline

Office Arrangement

Flexible

Job Category

Accounting, Finance, Administration, Agriculture, Horticulture, Arts, Culture, Communication, Customer service, Call centre, Economics, Statistics, Education, Training, Evaluation, Audit, Grant Management, Human Resources (HR) and People, Info/Comm Tech (ICT), Information Management, Library, Intelligence, International, Legal, Media Marketing, Medical, Health Sciences,

Department of the Prime Minister and Cabinet

PM&C Employment Register

Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA

What you'll do:

The PM&C Employment Register (the Register) provides all members of the community with the opportunity to register interest for upcoming employment opportunities at PM&C.

The Register is used by hiring managers across PM&C to rapidly fill a broad range of exciting roles such as advisors on taskforces relating to emerging Government priorities, policy roles, governance and corporate roles, management and leadership positions and administrative support including Executive Assistants and more!

The Register is open to both current APS employees as well all members of the community looking to gain employment experience within the APS.

For more information about the Register please see the Employment Register FAQs.

Skills and capability we need:

Are you keen to make a real contribution to the success of Australia?

Whether your passion lies with matters of priority to the Government's policy agenda, or whether you are motivated by providing exceptional governance and corporate functions to provide enabling support to our Department and the Governments operation – The Department of the Prime Minister and Cabinet's (PM&C) has a role for you.

PM&C's mission is to improve the lives of all Australians through high-quality advice and support to the Government. We achieve this by delivering high-quality and timely advice to the Prime Minister, the Cabinet, and our Portfolio Ministers and Assistant Ministers. We draw upon the expertise of agencies in the Australian Public Service (APS), Australian jurisdictions and international partners, and we add unique value to these perspectives by leveraging our close understanding of the Prime Minister's priorities, our whole-of-government perspective and the diverse skills and expertise of our people. Our [Corporate Plan](#) outlines the five key activities that reflect the way we work and the role PM&C plays in supporting the Government.

We are a motivated and professional department with a diverse range of skills and backgrounds, operating across four main groups:

Organisation Leadership,
Other Management,
Parliamentary Officer,
Policy,
Procurement, Contract
Management,
Programme Management,
Project Management,
Property
Management/Maintenance,
Regulation,
Research,
Science, Engineering,
Technical,
Security,
Social Sciences, Social
Services,
Transport, Logistics,
Workplace Relations,
Data

Domestic Policy Group; International and Security Group,
Governance and Corporate Group and the APS Reform Office. You
can find out more about PM&C [here](#).

What you'll gain from the experience:

A job at PM&C offers:

- support for mutually beneficial flexible work arrangements, such as part time work, working from home or remotely, where operational requirements allow,
- a respectful, inclusive and safe workplace where you are supported to perform at your best,
- attractive remuneration package including generous employer superannuation contributions and allowances,
- relocation assistance considered for candidates relocating to Canberra to accept a position with PM&C,
- exciting and fulfilling work at the heart of government, contributing to improving the lives of all Australians, with career investment and on the job development and networking opportunities difficult to match elsewhere,
- the opportunity to work with visionary and experienced leaders who encourage and support you to achieve your career ambitions, and
- modern, activity-based offices and digitally enabled work environment to increase communication, collaboration and innovation.

For more information on conditions and benefits see [What we Offer](#).

About our team:

We seek to reflect the community we serve in our workforce and provide a safe, inclusive workplace. Our ideal candidates have a variety of skills, work and life experience.

We seek to grow the diversity of our workforce, including Aboriginal and Torres Strait Islander people; lesbian, Gay, Bisexual, Transgender and Intersex people; people living with disability; culturally and linguistically diverse people; and mature age people.

PM&C is a great place to work, we are proud to offer a flexible, safe and inclusive workplace with competitive employment conditions and benefits.

Contact Officer

Recruitment

Contact Phone

02 6271 6000 (option 2)

Contact Email

hr@help.pmc.gov.au

Recruitment Portal Link

<https://dpmc.nga.net.au/?jati=D146617B-E447-65D9-3B81-D1D89466E59>

Vacancy Number

VN-0727565

Agency Employment Act

PS Act 1999
